

Supplemental Questionnaire

LEGAL INSTRUMENTS EXAMINER, FG-0963-05

Department of Transportation

Federal Aviation Administration

Mike Monroney Aeronautical Center

Section 1: Minimum Qualifications

Select the letter that most clearly describes your possession of the experience described below.

1. I have successfully completed 4 years of education above the high school level which was obtained in an accredited business, secretarial or technical school, junior college, college, or university.
- OR**
- I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-4 level in the Federal service. This experience was gained in a clerical, secretarial, or technical capacity in an office or organization in which the work was legal, quasi-legal, contractual, or regulatory in nature. My work included the following types of duties: setting up case files; determining if legal or contract paperwork was complete; responding to basic questions which required little or no technical research either in writing or through telephone and personal contacts; and, collecting and reviewing information through standard documents or application forms.
- A. Yes
- B. No

Section 2: Specialized Experience

For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.

- A - I have had no experience or training in this.
- B - I have had education or training only in this, but no experience.
- C - I have occasionally performed this task under close supervision.
- D - I frequently and independently performed this task under normal supervision.
- E - This task was/is a major part of my job, and I am considered an expert performing it.

- | | Circle the appropriate letter. | | | | |
|---|--------------------------------|---|---|---|---|
| | A | B | C | D | E |
| 2. Analyze a wide variety of information from multiple sources to determine if documents are accurate and complete. | | | | | |
| 3. Review records to determine completeness and accuracy. | | | | | |
| 4. Examine reports to assess and correlate data and verify information. | | | | | |

5. Evaluate contents of documents.	A	B	C	D	E
6. Maintain database records for documents control and tracking.	A	B	C	D	E
7. Examine records for quality control.	A	B	C	D	E
8. Determine acceptability of signatures based on knowledge of signature authorities granted by powers of attorney.	A	B	C	D	E
9. Analyze documents to verify factual information that is not always obvious.	A	B	C	D	E
10. Establish the accuracy or validity of statements submitted.	A	B	C	D	E
11. Determine that documentation meets legal or regulatory guidelines.	A	B	C	D	E
12. Determine disposition of records.	A	B	C	D	E
13. Compile statistical information.	A	B	C	D	E
14. Adjudicate legal instruments.	A	B	C	D	E
15. Compile information on legal subjects and documents.	A	B	C	D	E
16. Review files for mistakes.	A	B	C	D	E
17. Prepare case histories.	A	B	C	D	E
18. Conduct historical research to determine when errors have been made and whether there is compliance with FAR standards.	A	B	C	D	E
19. Correct application errors in accordance with current regulation and policy.	A	B	C	D	E
20. Reply independently to routine correspondence.	A	B	C	D	E
21. Review all outgoing correspondence for procedural and grammatical accuracy, conformance to policies, factual accuracy, correct computations, and ensure that it has been coordinated by appropriate parties.	A	B	C	D	E
22. Type correspondence.	A	B	C	D	E
23. Draft a wide variety of original correspondence where detailed explanations of a complex subject were sometimes required.	A	B	C	D	E
24. Contact high level officials.	A	B	C	D	E
25. Explain laws, regulations, and policies.	A	B	C	D	E
26. Through personal or telephone contact, respond to routine inquiries or resolve discrepancies.	A	B	C	D	E
27. Compose technical letters.	A	B	C	D	E
28. Provide information in response to public inquiries.	A	B	C	D	E
29. Through personal or telephone contact, respond to complex inquiries or resolve customer complaints.	A	B	C	D	E

- | | | | | | |
|--|---|---|---|---|---|
| 30. Use personal computer. | A | B | C | D | E |
| 31. Use various types of word processing software on a personal computer. | A | B | C | D | E |
| 32. Use various types of spreadsheet programs on a personal computer. | A | B | C | D | E |
| 33. Proficiently use Microsoft Word for Windows to produce a wide variety of correspondence. | A | B | C | D | E |
| 34. Use an automated software package to prepare correspondence. | A | B | C | D | E |
| 35. Use a personal computer in a networked environment to enter information in a complex database information system. | A | B | C | D | E |
| 36. Use a personal computer in a networked environment to retrieve information in a complex database information system. | A | B | C | D | E |
| 37. Use a personal computer in a networked environment to update information in a complex database information system. | A | B | C | D | E |
| 38. Read and interpret regulations, handbooks, and policy directives. | A | B | C | D | E |
| 39. Read and interpret legal case precedents to respond to customer inquiries. | A | B | C | D | E |
| 40. Read and interpret agency directives, notices, and technical manuals to determine appropriate course of action. | A | B | C | D | E |
| 41. Read or interpret basic instructions or guidelines. | A | B | C | D | E |

Section 3: Quality Ranking Questions

Questions 42 and 43 address your education level. Circle A for Yes or B for No to respond accordingly. Please note that you may NOT receive credit for both questions 42 and 43; you may only receive credit for one or the other. For example, if you respond "Yes" to question number 42, then you cannot receive additional credit for question 43; therefore, you should respond "No" to question 43 (or leave it blank).

42. I have a Bachelor's degree or four years of academic study at a college or university.

A. Yes B. No

43. I have an Associate's degree or two years of academic study at a college or university.

A. Yes B. No

I certify that, to the best of my knowledge, all the information provided on this form is true, accurate, and complete.

Name

Date